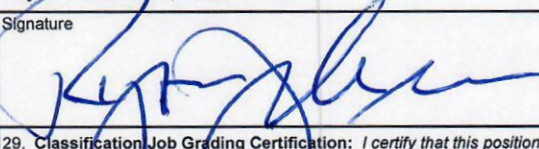
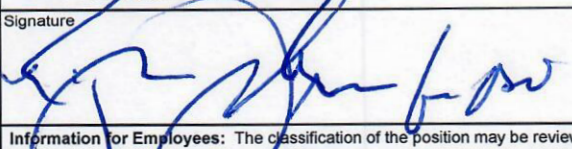
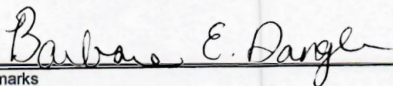


**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

| | | | | |
|---|---|--|---|-------------------|
| Position Description Coversheet <i>(Please read instructions on back)</i> | | 1. Position No. EPES17019 | 2. Incumbency Allocation Only? May not be IA'ed | |
| 3. Reason for Submission New | 4. Employing Office Location Phoenix, AZ | 5. Duty Station Phoenix, AZ | 6. BUS Code 8888 | |
| Explanation (Show any positions replaced) | 7. Fair Labor Standards Act Exempt-Executive | 8. Financial Statements Required OGE-278 Required | 9. Cybersecurity Code a. b. c. | |
| | 10. Position Status SES (General) | 11. Supervisory Status Code 2- Supervisor or Manager | | |
| | 12. Competitive Level Code | 13. Competitive Area | 14. Drug Testing Yes | |
| | 15. Extramural % | 16. Functional Class Code N/A | 17. Medical Monitoring | |
| | 18. Position Sensitivity (b) (6) | 19. Security Clearance (b) (6) | 20. Position Risk (b) (6) | |
| | 21. Emergency Essential | 22. Developmental Position No | 23. Full Performance Level Current Level | |
| 24. Position Classification | Official Title of Position | | Pay Plan | Occupational Code |
| a. Official Allocation | Assistant Deputy Administrator | | ES | 0340 |
| 25. Organizational Title of Position (if different from official title) | | 26. Name of Employee (if vacant, state such) DARWIN, Henry | | |
| 27. Department, Agency, or Establishment Hierarchy | | | | |
| a. 1st Tier Org Code | 1st Tier Org Description U.S. Environmental Protection Agency | | | |
| b. 2nd Tier Org Code A0000000 | 2nd Tier Org Description Office of the Administrator | | | |
| c. 3rd Tier Org Code | 3rd Tier Org Description | | | |
| d. 4th Tier Org Code | 4th Tier Org Description | | | |
| e. 5th Tier Org Code | 5th Tier Org Description | | | |
| 28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | |
| a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff | | b. Typed Name and Title of Higher-Level Supervisor or Manager Andrew R. Wheeler, Administrator | | |
| Signature  | Date 8/15/19 | Signature  | Date 8/15/19 | |
| 29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard. | | Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management. | | |
| a. Typed Name and Title of Official Classifying the Position Barbara Dangler, HR Specialist | | 30. Position Classification Standards Used in Classifying/Grading Position | | |
| Signature  | Date 8/15/19 | | | |
| 31. Remarks Replaces PD signed 5/22/17. | | | | |

19 1761543

Assistant Deputy Administrator

ES-0340-00

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as Assistant Deputy Administrator. The principal role of the Assistant Deputy Administrator will be to work with the Administrator, Deputy Administrator and with the Agency's management team to develop and implement the Agency's overall agenda, including coordination of key Agency-wide initiatives and management of the rulemaking process.
2. The Assistant Deputy Administrator manages assigned high-profile regulatory and policy initiatives, accessing program office and regional cooperation and resources as needed.
3. Serves as an advisor to the Administrator and the Deputy Administrator on regulatory policy matters. These matters are usually broad-based, touching upon wide program areas or activities within the Agency. Establishes contacts at the highest official levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Administrator and Deputy Administrator through personal briefings. Applies a broad and comprehensive knowledge of problems involved in effective relationships across the Agency. Stimulates interest, elicits support, works out agreements at all levels and advises the Administrator and Deputy Administrator on courses of action which should be taken.
4. Advises the Administrator and Deputy Administrator on the involvement of program offices and the regions, or the consideration of regional and program offices' views and needs, in all aspects of the Agency's work. Assists in ensuring regional and program participation in Agency decision-making processes, assessing the impact of Headquarters actions on Regional and program operations and in resolving problems.
5. Performs a variety of assignments associated with the coordination of sensitive policy issues with industry, public interest groups, and others. Reviews and coordinates sensitive reports, documents and other materials of special importance and concern to the Administrator and the Deputy Administrator to ensure that they are prepared in accordance with and reflect the Agency and the Administration's point of view. Identifies critical policy issues or problems which require the immediate and personal attention of the Administrator, the Deputy Administrator or the Chief of Staff and recommends appropriate courses of action regarding the necessary interface with appropriate officials.
6. Represents the Administrator and the Deputy Administrator at all levels of government, as well as private industry and citizen groups. Provides information and advice concerning the Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various program offices in striving to promote plans and programs of concern to the Administrator and the Deputy Administrator and of special significance to the national environmental protection effort. Stimulates interest, elicits support, works out

agreements at all levels and advises the Administrator and the Deputy Administrator on courses of action which should be taken.

7. Discusses the objectives of the Agency's programs with the Administrator and the Deputy Administrator and the background and purpose of each program, the viewpoints of the program officials, the existing policies and laws pertaining to the programs, and the problems that have been encountered in carrying out the programs. Provides the Administrator and the Deputy Administrator with an estimate of the current situation and advises on the probable effect within the Agency of actions the Administrator or Deputy Administrator may wish to take. Engages in frequent dialogue with the Administrator and the Deputy Administrator on the objectives and operations of the Agency in order to represent the long-range view and to provide an element of continuity in the mission of the Agency.
8. Attends conferences for and with the Administrator and the Deputy Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Administrator and the Deputy Administrator possible avenues of approach. Follows up by conferring with the appropriate Agency officials, discussing these issues and providing them with information developed through personal contacts. Suggests the direction which offices may take in formulating and improving new and existing programs.
9. Represents the Administrator and the Deputy Administrator at important meetings and conferences involving high level officials of other Federal agencies, State and local governments, and others. Presents the Administrator and the Deputy Administrator's point of view and explains policies and programs of the Agency.
10. Keeps currently alert and informed on policies, programs and procedures of the Agency and knowledgeable of substantive programs and organizational relationships. Prepares status reports and studies for the Administrator and the Deputy Administrator which pertain to Agency problems of unusual breadth and intensity not normally within the purview of a specific program. Projects are generally far-reaching in impact, unique and of special depth or intensity and require imaginative and novel approaches. Makes recommendations to the Administrator and Deputy Administrator for possible courses of action.
11. Assists the Deputy Administrator and Chief of Staff in managing programs special assistants by providing direction and supervision on a day-to-day basis in the immediate office of the Administrator.
12. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, and overall administration of human resources and equal employment opportunity programs within the organization.
13. Performs other duties, as assigned.

SUPERVISORY CONTROLS

Receives broad general direction and policy guidance from the Administrator. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.